

Maldives Marketing & PR Corporation Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2022/8

JOB OPPORTUNITY

Basic Salary (per month): MVR 5,820.00 Service Allowance (per month): MVR 1,940.00 Daily allowance (per month): MVR 1,940.00 Overtime allowances will be paid accordingly

Position: Procurement Assistant

Department / Section: Procurement Vacant slots: 1

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Certificate Level 4 in relevant field (OR)
- b. A 'level / 6 years and above experience in relevant field
- 2. Key roles and responsibilities:
- a. Assisting in preparing RFPs required as per the advice of the supervisor.
- b. Assisting in preparing documents that needs to be submitted to the bid evaluation committee, arrange meetings, and draft the reports following the bid proposal evaluation
- c. Prepare bid evaluation report for the bids, ensure proper filing of bid documents, and assist with submitting documents for audit purpose.
- d. Draft agreements required by the Corporation as per the supervisor instructions and complete all works related to getting the agreement signed
- e. Prepare and send award letters for successful bid submissions.
- f. Participate in the activities/events organized by the Corporation.

3. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before 30th January 2022 (Sunday), 1500hrs.











Maldives Marketing & Public Relations Corporation





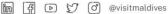














4. Compulsory documents required

- a. Duly completed job application form
- b. CV of applicant with contact information.
- c. Copy of national identity card
- d. Reference letters
- e. Attested copies educational certificates/ transcripts (certificates from abroad shall be accredited from MQA)
- f. CV with reference contact details (with contact number)
- g. Valid Police Report

5. Additional Information:

- a. Only shortlisted candidates shall be contacted for the interview.
- b. Following the interviews, unsuccessful candidates will be informed verbally. A written document shall not
- c. Email address to submit documents: jobs@visitmaldives.com
- d. All documents should be submitted in PDF format as one document.
- e. Job application form will be available to download on our website at the link below.
- f. Link: https://corporate.visitmaldives.com/downloads/
- g. For any enquiries please contact: 3323228, 3035512, 3035513 or 3035514

6. Address line:

Thoyyib Mohamed, CEO & Managing Director, Maldives Marketing and Public Relations Corporation

23rd January 2022





















Company Reg No. C-0509/2011







